Information Management

Information Management Training Resources Guide

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Alberta
GOVERNMENT SERVICES

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1.
Introduction

This guide contains descriptions of and web links to information about records and information management training programs and courses. It has been compiled by the Information Management Branch to assist Government of Alberta employees in selecting training programs which may assist their career development.

This guide will also serve to support the development of a training program for the Government of Alberta which reflects the competency standards expressed in the Government of Alberta document entitled "Records Management Competency Profiles".

Please contact the Information Management Branch to offer feedback or suggestions.

Online programs/courses have been flagged with the symbol ONLINE

2.
Graduate and Degree Programs

ONLINE Australia, Edith Cowen University. Minor Cluster (Records Management)

Description: The School of Computer and Information Science located in Perth, Western Australia, has full or part-time study via online courses available at:
http://www.scis.ecu.edu.au/courses/minors/min_rm.asp
Courses: The Records Environment; Documenting Society; Information Retrieval and Document Management; Preservation and Storage; Documenting the Corporate Memory; Electronic Recordkeeping.
Intended Audience: Undergraduate level students "of computing courses".

ONLINE Australia, Edith Cowen University. Graduate Certificate of Information and Knowledge Management

Description: An online study course available at:
http://www.scis.ecu.edu.au/courses/pgrad/gc_ikm.asp
Courses: Intro to KM; Info Retrieval & Document Mngt; plus 2 electives.
Intended Audience: Graduate level students. Program requires a Bachelors degree.

ONLINE Australia, Edith Cowen University. Graduate Certificate in Information Services (Archival and Records Stream, STARCH)

Description: A 12 month online program available at:
http://www.scis.ecu.edu.au/courses/pgrad/gc_is.asp
Courses: The Records Environment; Electronic Recordkeeping; Documenting Society; Information Retrieval & Document Mngt.
Intended Audience: Graduate level students. Program requires a Bachelor degree.

ONLINE Australia, Edith Cowen University. Graduate Diploma of Science (Information & KM)

Description: Online course available at:
http://www.scis.ecu.edu.au/courses/pgrad/gd_ikm.asp
Courses: Intro to KM; Info Retrieval & Document Management; plus 2 electives.
Intended Audience: Graduate level students. Program requires a Bachelors, and is "for management positions in these industries."

ONLINE Australia, Edith Cowen University. Graduate Diploma of Science (Information Services) (Archives & Records Stream, STARCH)

Description: A 12 month, online program available at: http://www.scis.ecu.edu.au/courses/pgrad/gd_is.asp
Courses: The Records Environment; Preservation & Storage; Government Records & Archives; Electronic Recordkeeping; Information Services Mngt; Documenting Society; Information Retrieval & Document Management; Documenting the Corporate Memory.
Intended Audience: Graduate level students. Program requires a Bachelors degree.

ONLINE Australia, Edith Cowen University. Master of Information & Knowledge Management

Description: Online, three-semester full-time (or equivalent part-time) postgraduate course, available at: http://www.scis.ecu.edu.au/courses/pgrad/m_ikm.asp.
Courses: Intro to KM; Info Retrieval & DM; Strategic Info Tech; KM; IM; plus 6 electives.
Intended Audience: Graduate level students. Program requires a Bachelors, and is "for senior management and specialist positions in these industries."

ONLINE Australia, Edith Cowen University. Master of Information Services (Archives and Records Stream, STARCH)

Description: An 18 month, online program available at: http://www.scis.ecu.edu.au/courses/pgrad/m_is.asp
Courses: Same as the Graduate Diploma of Science, plus Research Methods and a Master Project 1 and 2.
Intended Audience: Graduate level students. Program requires a Bachelor degree.

ONLINE Australia, Monash University. Master of Information Management and Systems (MIMS)

Description: Flexible delivery including distance education and the Internet. School of Information Management & Systems (SIMS) consists of approximately 12 classes core subjects and electives. "All the Recordkeeping and Archiving program subjects are offered using electronic learning based strategies suitable for distance education." Available at: http://www.sims.monash.edu.au/courses/pgrad/mims/specialisations/archivesandrecords.html
Courses: Evidence & Metadata; Recordkeeping, Archiving & the Internet; Information Enterprise Management & Marketing; Electronic Document Management & Recordkeeping Systems; Managing Business Records; Information Continuum; etc.
Intended Audience: Graduate student level. The course will train graduates for "records manager, archivist, information manager or recordkeeping professional".

ONLINE Australia, RMIT University. Graduate Diploma in Document Management (GDDM)

Description: "an international web delivered course" available at: http://www.informationatwork.com/subjects.html.
Courses: Enterprise Document Management; Electronic Document Formats; Knowledge Management; Document Retrieval Concepts; Strategic Document Management; Design, Implementation and Management of EDMS; EDMS and Workflow; EDMS and e-Commerce.
Intended Audience: Professional. The "course aims to develop two dimensions of the successful professional; a grounding in the technical skills and issues combined with professional knowledge and thinking."

ONLINE Australia, University of Canberra. Master of Internet Communication

Description: University of Canberra, Australia offers the coursework fully online. Available at: http://www.ce.canberra.edu.au/flexmasters/ic.htm
Courses: Multimedia Graphics; Interactive Writing; Marketing Communication Management; Web Design & Delivery; Issues in Online Mngt; Info Analysis & Retrieval; KM; and electives.
Intended Audience: This course is intended for middle and senior managers.

ONLINE Australia, University of Canberra. Master of Knowledge Management

Description: One-year full-time or equivalent part-time coursework offered online via Internet delivery. Available at: http://www.ce.canberra.edu.au/flexmasters/km.htm.
Courses: Knowledge Management (KM) Principles, KM Processes, KM Systems; KM Leadership; and 2 options.
Intended Audience: Undergraduate degree and/or equivalent experience.

ONLINE Australia, University of South Australia. Graduate Certificate in Knowledge Management

Description: Forms part of a nested series of courses. "Courses will be delivered in traditional semester course form: short, intensive, week-long blocks, during Summer and Winter Schools; as well as full or partial on-line courses." Available at: http://www.unisanet.unisa.edu.au/courseinfo/displaycourse.asp?Course=MCKM&Stream=1&Division=EAS.
Courses: Information Pathways; Strategic Information Management; Theories & Concepts in Knowledge Management; and Knowledge Representation.
Intended Audience: Recognized undergraduate degree, but professional experience may be considered.

ONLINE Australia, University of South Australia. Graduate Diploma in Knowledge Management

Description: Available at: http://www.unisanet.unisa.edu.au/courseinfo/displaycourse.asp?Course=MGKM&Stream=1&Division=EAS.
Courses: Same as Graduate Certificate, plus: The Learning Organization; Organization Structure, Culture and the Knowledge Worker M; Information and Systems for Competitive Advantage M; Information Economics; Competitive Intelligence; Information Discourse Ethics; Organization of Knowledge; Information Architecture and Design; Human Information Behavior; Electronic Records and Document Management; Digital Publishing; Java Programming Laboratory; Network Technology M; User Interfaces; Programming in Java; and Web Development M.
Intended Audience: Recognized undergraduate degree, but professional experience may be considered.

ONLINE Australia, University of South Australia. Master of Arts (Knowledge Management)

Description: Available at: http://www.unisanet.unisa.edu.au/courseinfo/displaycourse.asp?Course=MMKM&Stream=1&Division=EAS.
Courses: Same as Graduate Certificate plus Graduate Diploma, plus: Thesis, KM Part A; Thesis, KM Part B; Issues in KM; and Applied Graduate Project in KM.
Intended Audience: Recognized undergraduate degree, or completion of the Graduate Diploma in KM (see above).

ONLINE Canada, Royal Roads University. Graduate Certificate in Knowledge Management

Description: "Combines face to face courses with online learning technologies". This is a 10 credit course, which may apply to an MBA or Master's in KM. Available at: http://www.royalroads.ca/Channels/for+learners/divisions+and+schools/science+technology+and+environment/diplomas+and+certificates/gckm+program+.htm.
Residency Courses: Strategies and Foundations of KM; Culture and Leadership for Building Knowledge Capital; and Technologies for KM.
Distance Learning Courses: KM Foundations and Processes; Organization and MIS; Standards and KM; Intellectual Capital and Intellectual Property; Research Methods for KM; and Communities of Practice.
Intended Audience: Professionals with a degree or equivalent experience.

ONLINE Canada, Royal Roads University. Graduate Diploma in Knowledge Management

Description: "Begins with a three-week residency on-campus, followed by internet-based distance learning." May be used toward a Master of Arts in Knowledge Management. Available at: http://www.royalroads.ca/Channels/for+learners/divisions+and+schools/science+technology+and+environment/diplomas+and+certificates/graduate+diploma+in+km.htm.
Courses: Strategies and Foundations of Knowledge Management; Culture and Leadership for Building Knowledge Capital; Technologies for KM; Organization and MIS; Standards and KM; Intellectual Capital and Intellectual Property; Research Methods for KM; and KM Foundations and Processes.
Intended Audience: Professionals.

ONLINE Canada, Royal Roads University. Master of Arts in Knowledge Management

Description: Begins with a 3-week intensive program on-campus, followed by internet-based distanced learning. http://www.royalroads.ca/Channels/for+learners/divisions+and+schools/science+technology+and+environment/graduate+degrees/ma+in+km/mkm+home.htm.
Courses: Same as Graduate Diploma (see above), plus: Advanced Techniques in a KM Environment; Knowledge Management and Sustainability; Communities of Practice; Major Project; and KM Symposium.
Intended Audience: University graduates.

Canada, University of Toronto. Master of Information Studies (MISt), Electronic Records Concentration

Description: Faculty of Information Studies offers on campus courses. Available at: http://www.fis.utoronto.ca/programs/calendar/concentration.htm
Courses: Intro to Info Systems; Analyzing Info Systems; Designing Info Systems; Records Management; Electronic Records Management; Archives and Records Management Practicum; Current Issues: Organizational Knowledge Management: Models and Technologies; and Designing Electronic Descriptive Tools.
Intended Audience: Graduate level students. Requires a Bachelors and admittance to the Master's program.

New Zealand, University of Wellington, School of Information Management. Certificate and Diploma of Archives and Records Management

Description: Degrees for developing post-graduate qualifications in the archives and records management fields. The certificate requires 4 courses that may be transferred to the Diploma, which requires 8 courses. There is a 4 day orientation session on-campus. Delivery of courses is through distance learning. Available at: http://www.sim.vuw.ac.nz/degrees/dip-arc-rec.aspx.
Courses: Information in Society; Introduction to Archives Management; Introduction to Records Management; Information Technology; Intellectual Access to Information; Resources for New Zealand Studies; Special Topic: Preservation Management in Libraries and Archives; Business Information Sources; Management of Information Services; Maori Information Sources; The Art of the Book.
Intended Audience: Post-graduate level.

ONLINE United Kingdom, Aberystwyth, The University of Wales. UDIP / MSc Econ in Records Management by Distance Learning

Description: Internet-based and work at your own pace. Available at: http://www.dil.aber.ac.uk/dils/Schemes/Post_Grad/Records_Man/index.htm.
Courses or Modules: Records Management; Archive Mngt Principles and Techniques; Electronic Records; Studies in Mngt; Mngt Information Systems; Information and Communications Technology; Work Placement; Health Information, Introductory Systems Analysis and Project Management.
Intended Audience: Requires Honors degree in any subject and/or employment in information services environment, with computer skills and a computer linked to the Internet.

ONLINE United Kingdom, Northumbria University. MSc Records Management by Distance Learning

Description: Course is 2 years by distance learning.. Available at: http://online.northumbria.ac.uk/prospectus/sch_coursesearch.asp?SQLstr=&mode=MD&school=10&Search=Search.
Modules: Principles and Practices of RM; Strategic Approaches to Mgmt for RM; Information Storage and Retrieval for RM; Managing the Records Continuum; Research Methods for RM; Managing Records in the Electronic Environment; and the Dissertation.
Intended Audience: Graduate level students. Requires a first degree from a UK university or equivalent.

United Kingdom, University of Liverpool. Master/Diploma/Certificate of Archives and Records Management (MARM)

Description: Scholarly approach to the management and research into medieval and modern records. Add-on or nested nature of the courses as you may work through a Certificate, then a Diploma and finally a Masters. Available at: http://www.liv.ac.uk/lucas/MARM.htm#International%20entry.

Courses:

Core modules (Certificate level)	Historical conveyancing
Recordkeeping theory ad principles	Archives and history
Recordkeeping systems and processes	Advanced management skills
Preservation management	Business records and the business environment ***or*** Mediaeval paleography
Applied communication and IT skills	**Or (b) (International options)**
Specialist modules (Diploma level)	Comparative record-keeping study
Either (a)	Business records and the business environment
Modern paleography	Advanced management skills
	Dissertation

Intended Audience: Student level, for qualifying to RM jobs

U.S.A, Illinois Institute of Technology. BS in Professional and Technical Communication (PTC)

Description: On-campus set of courses, available at: http://www.iit.edu/~techcomm/bsdegrees/ptc/ptc.html
Courses: Intro to Linguistics; Technical Writing; Writing in the Workplace; Document Design; Editing; Verbal & Visual Communication; Intercultural Communication; Thinking about Art; Intro to the Profession; Intro to Computer Programming; Calculus, Communication; Ethics; and other electives and alternatives.
Intended Audience: A Bachelors Program for aspiring technical communications professional.

U.S.A., Illinois Institute of Technology. Master of Science in Information Architecture (IARC)

Description: An on-campus set of courses, available at: http://www.iit.edu/~techcomm/graddegrees/iarc/index.html
Courses: Research & Usability Testing; Online Design; Documentation and Project Management; Entrepreneurship in Technical Communication; Document Design; Indexing & Information Retrieval; KM in Technical Communication; and electives.
Intended Audience: Students preparing for a career in technical communication.

U.S.A., Kent State University. Master of Science in Information Architecture

Description: Available at: http://iakm.kent.edu/iacurric.html
Courses: Info Graphics; Info Technology; Systems Simulation; Management Info Systems; System Development Methodologies; Emerging h/w & s/w Technologies; Data Communications and Networking; Database Mngt Systems; Managing High Technology; Computer Communications Networks; Web Design; Library Automation; Info Storage & Retrieval Systems; Online Reference Services; User Interfaces for Info Retrieval Systems; …
Intended Audience: Novices, students, and professional entry.

U.S.A., Kent State University. Master of Science in Information Use

Description: Available at: http://iakm.kent.edu/iucurric.html
Courses: Communication Theory; Media Effects; Computer Assisted Reporting; Online Journalism; Media Management; Legal Problems in Mass Communication; Advanced Media Management; Precision Journalism; Online Reference Services; Indexing and Abstracting; etc.
Intended Audience: Graduate student level

U.S.A., Kent State University. Master of Science in Knowledge Management

Description: Available at: http://iakm.kent.edu/kmcurric.html
Courses: same as Information Architecture courses (see above), plus Organizational KM; Media Mngt; Advanced Media Mngt; Info Policy; Public Policy Development; Public Policy Delivery; Managing Conflict & Consensus
Intended Audience: Novices, students, and professional entry.

U.S.A., University of Maryland. Master of Information Management (MIM)

Description: On-campus courses. Available at: http://www.clis.umd.edu/programs/mim/
Courses: Information Environments; Info Technology & Organizational Context; Users and Use Context; Principles of Competitive Intelligence; Mgmt of Info Programs & Services; Systems Analysis & Planning; Intro to Strategic Info Mgmt; Project Mgmt; Writing RFPs and Evaluating Proposals; Information Audits; Environmental Scanning for Info Mgrs.
Intended Audience: Novices, students and professional entry.

U.S.A., University of Michigan. The Doctoral Program at the School of Information (SI)

Description: Faculty is balanced between IT and library education, but includes 2 – 3 faculty to cover records management. Available at:
http://www.si.umich.edu/academics/doctoral.htm
Courses: Ph.D. courses are extremely varied and not listed.
Intended Audience: Potential scholars, students, researchers, academics.

3.
Diploma and Certificate Programs

ONLINE Australia, Curtin University. Records Management and Archives Graduate Diploma

Description: Intended to "develop an understanding of the processes of information handling and use within an organization, acquire the basic principles of records management and archives, and be able to apply them to professional practice." Duration is one full-time year or equivalent part-time. Delivery is both distance and online for all courses. Available at: http://smi.curtin.edu.au/infostudies/Courses/GDRM.htm
Courses: Information Management Technologies; Information Design; Recordkeeping Concepts and Practice; Archives Concepts and Practice; Info Design; Recordkeeping Concepts & Practice; Archives Concepts & Practice; Information Environment; Info Behavior; Management of Records Services; Electronic Document Management; Conservation and Preservation; and includes professional work experience of 115 hours.
Intended Audience: Professional qualifying course in records management and archives for those with a first degree.

ONLINE Australia, Curtin University. Records Management Graduate Certificate

Description: Available as online or distance courses. Requires completion of 4 courses, which may be used toward a Master of Information Management degree. Available at: http://smi.curtin.edu.au/infostudies/Courses/GCRM.htm
Courses: Recordkeeping Concepts and Practice; Management of Records Services; Electronic Document Management; and an optional unit.
Intended Audience: "for holders of a professional qualification in librarianship or archives who are working in an environment where management of organizational records is involved."

Australia, New South Wales. Certificate III (AQF) in Business (Recordkeeping)

Description: AQF stands for Australian Qualifications Framework. Study course is matched with competency "units" developed from this course. Variable delivery – **may be online**. Available at: http://www.tafensw.edu.au/courses/courses/welcome.htm > click on "B" > scroll to the bottom and **click on "more"** > click on "**Business (Recordkeeping)**" courses. Delivery also occurs through http://www.esset.com.au/rmt/ (consulting firm offering Business Services training including the AQF Recordkeeping courses), and http://www.recordssolutions.com.au/training.htm offering Certificates III and IV in Business (Recordkeeping).
Intended Audience: "This course is for people who want to work in commerce, industry or government as record officers." Entry requirement is year 10 (assume high school). [Clerical / technical level].
Courses/Modules: Core and many elective modules cover diverse, practical coursework. Core courses are: Using Commercial Computer Packages; Implement & Monitor OH&S Procedures; Identifying Business Skills; Organize Personal Work Priorities; Records Capture and Control; Disposal Program; Information & Records Retrieval; and Maintain Business Records.

Australia, New South Wales, Certificate IV (AQF) in Business (Recordkeeping)

Description: Study course is matched with competency "units" developed from this course. Variable delivery – **may be online**. . Available at: http://www.tafensw.edu.au/courses/courses/welcome.htm > click on "B" > scroll to the bottom and click on "More" > click on "Business (Recordkeeping)" courses. Delivery also occurs through http://www.esset.com.au/rmt/ (consulting firm offering Business Services training including the AQF Recordkeeping courses), and http://www.recordssolutions.com.au/training.htm offering Certificates III and IV in Business (Recordkeeping).
Courses/Modules: Core and many elective modules cover diverse, practical coursework. Core courses are: Building Business Relationships; Analyze and Present Research Information; Implementing Customer Service Strategies; A Review of the Status of a Record; Provide Information on Records; Design a Record System; Maintain Records Online; Recordkeeping Law; and Ethical Procedures in Recordkeeping.
Intended Audience: "This course is for people who want to work in the administration of a records management system in a range of small to large-scale businesses, or people who are currently employed in this role and want to gain formal certification." Entry requirement is Certificate III (see above). [Clerical / Technical level].

Australia, New South Wales, Diploma (AQF) in Business (Recordkeeping)

Description: "This is a course in records management." Study course is matched with competency "units" developed from this course. Variable delivery – **may be online**. Available at:
http://www.tafensw.edu.au/cgi-bin/rdbweb/handbook/XGETCOURSE_TO?VCOURSE_NO=9784&MODE=H&PRINTVER_IND=N
Courses/Modules. Business / Records System Specifications; Records System Performance Management; Develop & Maintain Classification Scheme; Language Controls & Indexing; Reconstruct A Record System; and Functional Analysis, and other elective courses.
Intended Audience: Entry requirement is Certificate IV (see above). [Managerial level]

Australia, New South Wales, Advanced Diploma (AQF) in Business (Recordkeeping)

Description: "This is a course in records management." Study course is matched with competency "units" developed from this course. Variable delivery – **may be online**. Available at: http://www.tafensw.edu.au/cgi-bin/rdbweb/handbook/XGETCOURSE_TO?VCOURSE_NO=9785&MODE=H&PRINTVER_IND=N
Courses/Modules: Define Recordkeeping Framework ; Functional Analysis; and other electives.
Intended Audience: Entry requirement is the Diploma in Business (Recordkeeping) (See above). Managerial / Professional level.

ONLINE Australia, Western Australia, Edith Cowen University. Executive Certificate in Records Management

Description: Edith Cowan University Perth, Western Australia program has no formal admissions requirements. It is an online program available at:
http://www.scis.ecu.edu.au/courses/special/ec_rm.asp
Courses: The Records Environment; Documenting Society; Info Retrieval & Document Management; Electronic Recordkeeping.
Intended Audience: Managers

Canada, Algonquin College. Archives and Records Management

Description: The School of Health and Community Studies offers a diploma program with either an archival or RM major. Available at: http://www.algonquincollege.com/ce/pm/CE6135X.html

Courses:

Introduction to Archives and Records Mgmt
Preservation Principles and Practices
Records Mgmt, Archives and Law
Field Placement

Records Management Major

Classification and Operations
Scheduling and Disposition
Technology Applications in Archives and Records

Archival Studies Major

Arrangement and Description
Rules for Archival Description
Technology Applications in Archives and Records

Intended Audience: Clerical and technical

Canada, Cambrian College. Records and Information Technology Management (RITP)

Description: "The three-year diploma program is based on the degree program model recommended by the Association of Records Managers and Administrators." Available at: http://www.cambrianc.on.ca/fulltime/html/termprograms/200409ritp.htm
Intended Audience: Students
Courses:

Semester 1
Introduction To Accounting
Business Mathematics
Productivity Software
Writing Fundamentals: Ind. Study
Communications/Information Tech III
Communications/Information Tech I
Intro to Marketing I

Semester 2
Desktop Operating Systems
Job Search Skills: Ind. Study
Communications/Information Tech II
Spreadsheet Management
Records Technology Management I
Records Technology Management II

Semester 3
Organizational Behavior
Web Page Design
Database Management
Computer Systems and Troubleshooting
Records Technology Management III

Semester 4
Customer Service
Human Resources Mgmt

Records Technology Management IV
Database Concepts
Intro to SQL

Semester 5
Co-Op Work Term I

Semester 6
Entrepreneurship
Knowledge Management
Records Centre Practicum
Records Mgmt. Software
Records Issues
Project Management

Semester 7
Co-Op Work Term II

Canada, College of the North Atlantic. Office Administration (Records & Information Management)

Description: A two year program focusing on records management and located in Stephenville, Newfoundland and Labrador. Available at: http://www.cna.nl.ca/programs/program-details.asp?cProgCode=894.
Courses: Oral Communications; Micro-Database Applications; Intro to Records Mgmt; Archives Principles; Active & Semiactive Records; Document Production III; Organizational Behavior; Management and Control of Records; Document Production IV;; Info Security & Proc.; Classification Systems; Desktop Publishing; Office Mgmt III; Work Exposure; and Communications.
Intended Audience: Students

Canada, Humber Institute of Technology and Advanced Learning. Enterprise Content Management (ECM) Certificate

Description: One-year, three-semester, post-diploma Enterprise Content Management (ECM) certificate program. Available at: http://infotech.humberc.on.ca/ecm/index.html.

Courses:

Semester 1	**Semester 2**
Enterprise Content Management Foundations	Legal & Ethical Issues in ECM
Business Concepts for ECM	Case Studies in ECM
Cataloguing and Taxonomies	IT Infrastructure and ECM
Web Design for ECM	Markup Languages for ECM
Relational Database Concepts for ECM	User Interface Design
Effective Communications for ECM	ECM Project Proposal
	ECM - Related Fields, Technology, and Issues
	Capstone Project & Usability Testing
	Field Placement

Intended Audience: University or college graduates

ONLINE Canada, Mohawk College. Records and Information Management Certificate Program

Description: Available through distance education at http://disted.mohawkc.on.ca > Courses > Records and Information Management.
Courses: Records & Information Management Fundamentals; Active Records Management; Micrographics & Image Management; Archives; MS-Office Professional; and Research & Reporting.
Intended Audience: Clerical and technical

Canada, NAIT. Office and Records Administration

Description: In-class courses on administration and records management toward a diploma. Available at: http://www.nait.ab.ca/PCalendars/PrintedProgramCalendar2.asp?ProgramCode=OAD&AsOfDate=7/1/2004.
Courses: Specific to RM are: Records Management; Electronic Records Management I; Electronic Records Management II; and Legal Issues.
Intended Audience: Students

Canada, SAIT. Records Management Certificate of Achievement

Description: SAIT and ARMA have created a Records and Information Management Certificate of Achievement. This certificate program is offered as a "Business & Industry" course. Most the classes are held on Friday and Saturdays. It is not offered through distance learning. Available at:
http://www.sait.ab.ca/calendars/conedcalendar/certificates/recordsManage.html
Courses: Fundamentals of Information and Records Management; Advanced Information and Records Management; Imaging Technologies; Managing Electronic Records; Information Systems Methodologies; Strategic Management Issues.
Intended Audience: Professionals seeking to upgrade and enhance their careers.

Canada, University of Manitoba. Certificate in Applied Management Specialization in Records and Information Management (CAM:RIM – Records Information)

Description: Advanced in-class training. Available through:
http://www.umanitoba.ca/coned/mpcp/calendar/programs/rim.shtml#cert
Courses: Essentials of Management; Management of Information Systems; Managerial Communication; Managing the Human Resource Function; Organizational Behavior; Records and Information Management: The Records Continuum; Strategic Information Management; and Using Accounting Information.
Intended Audience: Junior to mid-level managers seeking to upgrade their knowledge.

Canada, University of Manitoba. Letter of Accomplishment in Records and Information Management

Description: In-class courses developed by ARMA, the University of Manitoba, and other RIM professionals. This "program [is] designed to meet the specialized needs of records and information managers. New legislation, the explosion of electronic records, and changing business practices require more knowledge and skills. You need to understand essential management concepts and have a firm grasp of legal, financial, technological and archival issues related to best practice." Available at:
http://www.umanitoba.ca/coned/mpcp/calendar/programs/rim.shtml#letter
Courses: Records and Information Management: The Records Continuum; and Strategic Information Management.
Intended Audience: Managerial and professional

ONLINE Canada, University of Toronto. Professional Learning Certificates in Records Management

Description: Offers 2 RM certificate programs: the RM Basic Level Certificate (online); and the RM Intermediate Level Certificate (offered in Toronto or Ottawa). Available at
http://plc.fis.utoronto.ca/c_rm.asp
Courses: Professional Learning Certificate in Records Management Fundamentals, and the Professional Learning Certificate in Records Management Practice.
Intended Audience: Beginning professional, clerical and technical level.

Canada, University of Toronto. Professional Learning Certificate in Information Management

Description: Program focuses on the integration of information resources throughout the organization. Available at: http://plc.fis.utoronto.ca/c_info_mgt.asp
Courses: Must take 5 of the following courses for the certificate:
An Integrated Approach to Information Management (Required course); Applied Strategic and Business Planning; Change Leadership; Communicating for Decision Making; Designing Products and Services (Not offered in 2004-05); Enterprise Content Management; Information Architecture; The Information Audit; Introduction to Business Analysis Measuring Customer Satisfaction in Information Services; Object-Oriented Analysis and Design Using UML; Project Management for Information Managers; Taxonomies, Metadata, and Classification; Usability Evaluation.
Intended Audience: Information management professionals.

ONLINE Canada, University of Victoria Continuing Studies. Cultural Resource Management Program

Description: Diploma, credit or non-credit program offered onsite or at a distance. Available at: http://www.uvcs.uvic.ca/crmp/
Courses: Museum Principles and Practices; Principles and Practices in Heritage Conservation; Collections Management; Conserving Historic Structures; Public Programming; Curatorship and Community; and other onsite immersion courses and workshops.
Intended Audience: Museum and heritage professionals from across Canada.

ONLINE New Zealand, The Open Polytechnic of New Zealand. Diploma in Records & Information Management

Description: Online courses. Information on the program is available at: http://www.openpolytechnic.ac.nz/programmesandcourses/programmetypes/diplomas/op6209.html
RIM Courses: Principles of RM; Electronic document and Record Mgmt; Managing Archives; Principles of Information Mgmt; Information Technology; Knowledge Mgmt; Project Mgmt; and many other business courses.

ONLINE New Zealand, The Open Polytechnic of New Zealand. OpenMind Online.

Description: Offers an online series of courses on "Information Management". Available at: http://www.openmindonline.com/sis/public/selector_menu.asp.
Courses: Electronic Document and Records Management; Information Access; Information Management for Executives; Info Sources & Services; Knowledge Management; Principles of Information Management; Principles of RM; The Info Industry; User Education and Reference Skills; and Research Methods and Interpretation.
Intended Audience: For a technical or professional level audience.

United Kingdom, University of Liverpool. Diploma/Certificate in Professional Studies: Archives and Records Management

Description: Paper-based distance learning program. Available at: http://www.liv.ac.uk/lucas/dcpsarm.htm.
Core Modules: An introduction to archives and records management; Processing records and archives; Reference and user services; Preservation management.
Specialist modules (Diploma level):Reading and interpretation of documents; Archives as an information resource; Advocating archives; Archives management; Records management; Business archives; and Archives in Scotland.
Intended Audience: Undergraduate level as a route to develop qualifications.

ONLINE U.S.A., Broome Community College, The Online Academy

Description: Online courses are offered at http://www.sunybroome.edu/~online/coursedescriptions.html.
Courses: There are many courses related to IM that were listed as of April 2004, such as: Business Records Management Technologies; Systems and Procedures in Business Records Management; and Understanding Electronic Commerce.
Intended Audience: Undergraduate level for technical understanding and proficiency.

U.S.A., George Washington University, Center for Professional Development. Records and Information Management Certificate

Description: Onsite classes. Available at: http://www.gwu.edu/~cpd/programs/CWRM/index.html.
Courses: Core – Records Management; Managing Electronic Records; Advanced Records Management; and many electives.
Intended Audience: Working RM staff seeking qualifications and formal education. [clerical and technical]

4.
Government Programs

Australia, New South Wales, Training Calendar
Description: many courses listed by clicking on "Training courses" at: http://www.records.nsw.gov.au/publicsector/training/training.htm
Courses may include:

- Records Management Fundamentals
- Implementing General Disposal Authority
- 10 - Local Government Records
- Managing Electronic Records
- Managing Public Access
- DeDramatising Disasters
- 'DIRKS' Introduction, Steps A & B
- 'DIRKS' Step C
- 'DIRKS' Steps D-H
- Developing a Functional Retention & Disposal Authority
- Compiling a Keyword Thesaurus
- Implementing a Retention & Disposal Authority
- Managing State Archives
- Managing a Records Management Program
- Using a Keyword Thesaurus

Intended Audience: Records staff in NSW's state.

Australia, Tasmania, Archives Office of Tasmania. RM Short Courses

Description: A range of short courses are offered at http://www.archives.tas.gov.au/govservice/training.htm
Courses: Records Disposal; Using a Keyword Thesaurus; Analysis of Business Functions; Writing a Functional Disposal Schedule; Compiling a Thesaurus.
Intended Audience: Records staff

Australia, Western Australia, State Records Office of Western Australia. Recordkeeping Training Course Descriptions

Description: Training information available at: http://www.sro.wa.gov.au/government/training-descriptions.html
Courses: Introduction to Records Management Practices; Retention & Disposal Authority Design; Electronic Records, What Are They & How Do We Manage Them?; Electronic Document Management; Using a Keyword AAA Thesaurus; Compiling a Functional Keyword Thesaurus; Local Government Recordkeeping Practices and Records Retention, Disposal and Archiving; Disaster Planning; Performance Indicators in Records Management; and, Recordkeeping Plans.
Intended Audience: Records staff

Canada, Alberta. Information Management Training Program

Description: Training calendar available at: www.im.gov.ab.ca/training/pdf/TrainingCalendar.pdf
Courses: Basic RM Courses; Managing Info @ Work; Records Scheduling System User Training.
Intended Audience: Records staff

Canada, Newfoundland and Labrador, Provincial Archives

Description: Training information available at: http://www.gov.nf.ca/panl/training.html
Courses: Managing Your Electronic Workspace; Managing GroupWise Email; Intro to Records Management (Level 1); and IMSAR Implementation.
Intended Audience: Records staff

Canada, UTARMS (University of Toronto Archives & Records Management Services) Records Management Training Courses and Vendor Information Sessions

Description: UTARMS offers regular training sessions for U of T staff. These ½ day courses are presented at the U of Toronto, Mississauga or Scarborough campus upon request. Information on program is available at: http://www.library.utoronto.ca/utarms/rm/training.html
Courses: Records Management Fundamentals, RM: The University of Toronto File Plan; and RM: Electronic Records and Desktop Management. Training on other RM topics can be arranged by contacting UTARMS.
Intended Audience: University staff

United Kingdom, University of Liverpool. rm³ Partnership

Description: The rm³ Partnership is a consortium of the University of Liverpool and the Northumbria University to provide records and information management education and training for government records staff. Offers a set of short courses or a Diploma / Certificate in Professional Studies: Records and Information Management. Available at:
http://www.liv.ac.uk/lucas/rm3partnership.htm
Core Modules: An introduction to records and information management; Principles and tools for managing records; Principles and tools for information storage, retrieval and access; Principles of appraisal.
Intended Audience: Records staff

U.S.A., Alabama Department of Archives and History

Description: Available at: http://www.archives.state.al.us/officials/training.html
Courses may include: Preservation Records Management for Records Managers; RM Workshop for Taxation Officers; RM Training for Municipal Contract Auditors; Alabama's Loose Records Microfilming Program: A Cooperative Endeavor in Local Records Preservation.
Intended Audience: For state agencies or groups.

U.S.A., California Acquisition and Materials Management Institute. Introduction to Records Management

Description: An "Introduction to Records Management" is a full day course, and provides basic information on the development of a Records Retention program, a records inventory, records retention schedules, maintenance of the program, destruction, etc. Available at
http://www.pd.dgs.ca.gov/cammi/recordsmgmt.htm
Intended Audience: Only available to State records management personnel

U.S.A., California Office of State Publishing. Forms Management

Description: "The purpose of this course is to discuss how to implement an electronic forms program and examine its advantages and pitfalls. Demonstrations include electronic form differences, archetype of electronic file management, and a database model used to manage workflow." Available at: http://www.osp.dgs.ca.gov/StandardForms/Introduction+to+Electronic+Forms.htm
Intended Audience: State of California staff.

U.S.A., Delaware Public Archives

Description: Training available at: http://www.state.de.us/sos/dpa/govsvcs/training/index.shtml
Courses: Files Management; Managing Records Created on Personal Computers / Electronic Mail; and Records Management (pre-requisite for Managing / Email joint seminars).
Intended Audience: Records staff

U.S.A., Florida Bureau of Archives and Records Management

Description: Provides individual and group training sessions. Covers public access, compliance requirements and records management practices and techniques. Available at: http://dlis.dos.state.fl.us/barm/recordsmgmt/recordsmgmt2.html#training
Intended Audience: For all agencies of the state.

U.S.A., Massachusetts Archives

Description: Records management unit will provide workshops or training on request on: records retention and disposition; safety and security of records; records lifecycle; care and handling of records; public records issues; and disaster planning. Available at: http://www.state.ma.us/sec/arc/arcrmu/rmuser/sertaw.htm
Intended Audience: Records staff

National Archives and Records Administration, NARA. Training Calendar

Description: Courses listed at: http://www.archives.gov/records_management/training/calendar_fy03.html
Intended Audience: Records staff of all levels in the United States government.
Courses:

Federal Records Management	Records Scheduling & Disposition
Using WNRC Services	Basic Records Operations
Scheduling Records	Advanced Records Operations
Introduction to Records Management	Records Administration Conference
Creating & Maintaining Adequate & Proper Documentation	Risk Management & Benefit Analysis for Records Managers
Managing Audiovisual Records	Evaluating & Promoting Records Management
Managing Electronic Records	

ONLINE U.S.A., National Center for State Courts (NCSC) Institute for Court Management

Description: In 2002, provided online courses that introduce legal staff to electronic records management. In 2003, there are not any RM courses. However, NCSC may be worthwhile monitoring for RM courses. Search for current course offerings at http://www.ncsconline.org/D_ICM/icmcourses/icmcourses.html
Courses: Offers courses through: Electronic Reading Room; Interactive Self-Paced; Video Conference; Live Web; and In Person [courses]. Past courses have included: Creating a Policy on Access to Court Records [web]; Electronic Document Management; Introduction to XML; Electronic Filing / Document Imaging.
Intended Audience: Judges, lawyers, IT staff, records managers

U.S.A., New Mexico Commission of Public Records, State Records Center and Archives

Description: Offers several courses including: Basic RIM Training; Basic Records Management; Advanced RIM Training; Filing Systems; Electronic Records; Emergency Preparedness and Recovery; etc. Available at: http://www.nmcpr.state.nm.us/training/trainschedule.asp
Intended Audience: Records staff

U.S.A., New York State Archives Training/Workshop

Description: All courses seem to be on campus seminars or training (no web-based courses were observed). Available at: http://www.archives.nysed.gov/ > Services > Training.
Courses: Offerings tend to change considerably each season. Subject areas on training are: active records; archives; fundamentals; grants; planning; reprograph; reprographics; web. Many courses are offered under each subject area, such as:

Active Records:
- Electronic Document Management Systems
- Files Management
- Indexing Minutes
- Introduction to Geographic Information Systems
- Managing Case Files Effectively

Archives:
- Fugitive Documents: How to Regain Custody
- Introduction to Historical Records
- Organizing Your Historical Records

Fundamentals:
- Conducting a Records Inventory
- Inactive Records Management
- Using State Archives Retention Schedules

Reprographics:
- Electronic Document Imaging
- Micrographics as Records Management Tool

Web:
- Developing a Web site
- E-government

Intended Audience: Records staff working in the state of New York.

U.S.A., North Carolina Office of Archives and History

Description: Offers 3 courses on records management and filing. Available at: http://www.ah.dcr.state.nc.us/sections/archives/rec/workshops.htm
Courses: Introduction Managing Public Records; From Filing Cabinets to Desktop PC: Organizing Your Paper and Electronic Files; The Digital Divide Also Multiplies: Managing E-Mail; and Managing Electronic Records: Recognizing Perils and Avoiding Pitfalls.
Intended Audience: Records staff

ONLINE U.S.A., The Ohio Historical Society State Archives, Online Workshop. Local Government Records: Just the Basics

Description: Audio Powerpoint (html with narration) presentations followed by quizzes. Available at: http://www.ohiohistory.org/resource/lgr/webworkshops.html
Courses: Intro to Local Government Records Program; Ohio Records Law; Records Commissions; Records Inventory; Retention Schedules (RC-2); One-Time Disposal (RC-1); Records Disposal (RC-3); Media Decisions; and Disaster Prevention.
Intended Audience: Records staff in the Ohio government.

ONLINE U.S.A., Oregon State Archives, Records Management

Description: 3 courses available online at: http://arcweb.sos.state.or.us/banners/recmgmt.htm
Courses: Disaster Preparedness and Recovery [web based training]; Records Management Basics for Counties [web based training; and State Records Center to the Rescue [video].
Intended Audience: For Records Officers and government employees who manage the retention and disposition of public records in Oregon.

U.S.A., Pennsylvania Historical and Museum Commission

Description: Offers 7 courses, including: Disaster Planning / Vital Records Management; Files Maintenance and Records Management; Help! I am a Records Coordinator; Understanding the State Records Center (SRC), Records Management System; Managing Records on PCs; Reformatting Technology / Image Conversion; and Understanding the State Archives. Available at: http://www.phmc.state.pa.us/bah/RecordsMgnt/TrainingSchedule.asp?secid=43.
Intended Audience: Records staff

U.S.A, South Carolina Archives and Records Management Training

Description: Includes an Introductory Quiz to Records Management [online quiz], and audio narrated PowerPoint presentations on Information Technology Concepts and Tools; Managing Electronic Records; Preserving and Providing Long-term Access to Electronic Records; and Electronic Records Filing and Disposition. Available at: http://www.state.sc.us/scdah/armtraining.htm.
Intended Audience: Records staff

U.S.A., Texas State Library and Archives Commission

Description: Offers basic and specialized records management classes to local governments and basic and advanced classes to State Agencies.
Basic Courses: Control Schedule Basics; Disaster Planning; Electronic Document Imaging; Forms Management: An Introduction; Improving Filing Systems; Managing Electronic Records; Micrographics; Records Storage Centers: Development and Operation. Available at: http://www.tsl.state.tx.us/slrm/local/classes.html
Intended Audience: Records staff

U.S.A., Utah Gov Division of State Archives

Description: Lists 4 training classes for local and state government, including; A Beginners Guide to Records Management; Records Management and Local Records: A Comprehensive Workshop for Local Officials Workshop. Available at: http://archives.utah.gov/recmanag/training.htm
Intended Audience: Records staff

U.S.A., Wright State University Libraries. Records Management Training Programs

Description: Offered regularly and on request. Available at: http://www.libraries.wright.edu/special/records_mgmt/training.html
Courses: Introduction to Records Management; Minimize Your Stress: Take Control of Your PC Files; and File Names, File Folders, and File Drawers: How to Keep Them Organized?
Intended Audience: University staff

5.
Professional Organizations' Programs/Courses

ONLINE United Kingdom, International Records Management Trust. Management of Public Sector Records Study Programme (MPSR Study Programme)

Description: This course is free to developing nations, but asks other nations to pay for the full set of educational modules plus delivery. "The programme seeks to define international solutions to the management of both paper and electronic records systems and to develop local mechanisms to implement these solutions…The MPSR study modules are intended to address the needs of people who may not have access to training and education in records and archives management or who have limited access to publications, conferences, professional programmes or other educational opportunities… the aim has been to draw on global best practice but to adapt it to the realities of countries that have limited resources to invest in records management systems. The modules have been developed with extensive international input, initially to address the concerns of records and archives personnel in English-language countries, particularly Commonwealth countries that have emerged from or adopted an English common law model of governmental and judicial administration." Available at: http://www.irmt.org/downloadlist/education.html
Intended Audience: Recordkeeping specialist in the public sector

ONLINE U.S.A., ARMA International

Description: ARMA's Learning Center offers seminars, online and correspondence courses. Available at: http://www.arma.org/learning/index.cfm and through http://learningcenter.arma.org/
Courses: 123 Guide to Organizing Files and Records; Managing E-Mail The State of The Art; Vital Records: Preparing for the Unexpected; Vital Records; Privacy Basics in the Information Age; and the RIM Home Study Course.

U.S.A., Institute of Certified Records Managers (ICRM)

Description: Certification exams. Available at: http://www.icrm.org/
Courses: No courses. There is a handbook to prepare for the exam.
Intended Audience: Professional / managerial level.

U.S.A., The Society of American Archivists (SAA)

Description: SAA's Continuing Professional Development Catalog is available online at: http://www.archivists.org/prof-education/course_catalog.asp. These courses are onsite and are usually
1-3 days in length.
Courses: Offerings change seasonally. Topics covered may be: copyright; ethics; digital preservation; electronic records; oral history; preservation; EAD; archives; etc.
Intended Audience: Archivists and records managers

6.
Singular Courses

ONLINE Australia, John Curtin Prime Ministerial Library. Understanding Society through its Records

Description: A free online, educational web resource from the John Curtin Prime Ministerial Library, Australia. This educational resource explains why records and recordkeeping are so important, and covers the aspects of evidence, justice and archives in Australia. Available at: http://john.curtin.edu.au/society/
Intended Audience: General public.

ONLINE Australia, University of South Australia. LIBR 5009, Electronic Records and Document Management

Description: An online course on: principles and practices of document and records management; retention schedules, vital records protection, micrographics, records centres and records management policy; records management software, automated archival techniques; fundamental concepts, terminology, techniques and algorithms used for managing image collections using computers; the technology of scanning, importing, transmitting, organizing, indexing, storing, protecting, locating, retrieving, viewing, printing and preserving documents for document imaging systems and digital libraries, including emerging technologies such as the DVD and high speed internet; image and document formats, metadata, multimedia, rich text, PDF, and image-enabled databases; legal and ethical issues." Available at: http://www.unisanet.unisa.edu.au/subjectinfo/subject.asp?subject=libr+5009#Subject
Intended Audience: Professional and technical level students.

ONLINE Canada, Northern Lights College. Applied Business Technology Online. Records Management.

Description: Focuses on manual and electronic filing. Available at: http://www.c2t2.ca/emerge/abt/about_abt.html
Intended Audience: Clerical level

ONLINE Canada, University of Toronto, Professional Learning Centre, Faculty of Information Studies

Description: Many web-based courses are offered. Workshops are available at http://plc.fis.utoronto.ca/
Courses: Intro to Records and Info Mngt; Legal Research on the Internet; Intranet Taxonomy Resource Centre; Mastering Web Searching; Internet Competitive Intelligence; Legal Research on the Net.
Intended Audience: Professional

ONLINE Canada, University of Manitoba. Fundamentals of Records and Information Management

Description: A web-based course with 3 in-class sessions. Course covers basic RIM concepts and the life-cycle of records from creation to disposition, and permanent retention and preservation. Available at: http://www.coned.umanitoba.ca//Programs.aspx?id=73000003
Intended Audience: Records and information management personnel

ONLINE e-TERM

Description: "e-TERM is a project to develop a European programme for Training in Electronic Records Management" and it has been funded by the European Union's Leonardo da Vinci programme. Available at: http://www.ucl.ac.uk/e-term/
Intended Audience: Administrators, IT professionals, archivists and records managers

ONLINE Global Knowledge Economics Council KM Certification KM Concepts, COR 501

Description: A free online course on Knowledge Management, available at: http://metainnovation.com/researchcenter/courses/kmconcepts/index.asp

ONLINE U.S.A., Archive Builders. Document Imaging and Document Management.

Description: This course is available free for self-study on the Internet in the form of whitepapers and slides at http://www.ArchiveBuilders.com/whitepapers/
Intended Audience: Managers

ONLINE U.S.A., Ball State University. Independent Learning Courses. Information Resources Management.

Description: "BIT 353. Information Resources Management. (3) Management of information resources; knowledge, techniques and skills involved in planning, controlling, organizing, selecting, and retaining information resources (electronic and tangible) in business, industry, and governments. Includes computer application exercises using database management software. Prerequisite: sophomore standing; BIT 210 or 225 or permission of the department chairperson. Available at: http://www.bsu.edu/distance/article/0,1375,14947-3165-6014,00.html
Coursework: 12 assignments, 8 examinations, 4 computer projects
Intended Audience: Undergraduate level student with access to an IBM (or compatible) computer. A version of Access software will be specified by the instructor."

ONLINE U.S.A., BLM National Training Center, Phoenix, AZ, Electronic Records Management for E-Mail

Description: A fun course that takes about 1 hour to complete. The course has an American perspective in that it discusses records versus non-records. However, it gives many true cases of what can go wrong and how to avoid email pitfalls. Available at: http://www.ntc.blm.gov/records/
Intended Audience: Awareness course for all levels.

ONLINE U.S.A., Cornell University Library. Moving Theory into Practice: Cornell's Digital Imaging Tutorial

Description: Free online course that "encompasses all the major aspects of digital imaging: Selection, Conversion, Quality Control, Metadata, Technical Infrastructure, Presentation, Digital Preservation, and Management". Available at: http://www.library.cornell.edu/preservation/tutorial/
Intended Audience: Student and professional

ONLINE U.S.A., Cornell University Library. Digital Preservation Management: Implementing Short-term Strategies for Long-Term Problems

Description: Free online course that uses "the entwined themes of the requisite organizational and technological infrastructure, we will address the establishment of a viable digital preservation program." It functions as a stand-alone course and to complement the Cornell's digital preservation workshop. Available at: http://www.library.cornell.edu/iris/tutorial/dpm/
Intended Audience: Student and professional

U.S.A., Delphi Group Inc.

Description: Delphi provides seminars on a variety of topics, which are provided in US cities, or customized and brought directly to an organization for onsite training. Available at:: http://www.delphigroup.com/
Courses: Varied IM and IT courses.
Intended Audience: Professional and managerial

ONLINE U.S.A., Fort Worth, TX, Gatlin Education Services. Records Management

Description: 80 hours. Open enrollment. 2 exams and no assignments. Register through a US school such as Montana State University – Billings. Available at: http://www.gatlineducation.com/adrecm.htm
Intended Audience: Introductory course for all levels

ONLINE U.S.A., Getty Institute. Introduction to Archival Organization and Description: Access to Cultural Heritage 2000.

Description: A primer that explores the theory, practice, standards, workflow, the future and resources. Available at: http://www.getty.edu/research/conducting_research/standards/introarchives/ or http://www.getty.edu/research/institute/standards/introarchives/

ONLINE U.S.A., IPFW (Indiana University – Purdue University – Fort Wayne), Advanced Records Management Certificate

Description: An online business course that provides a basic overview of RM. Available at http://www.ipfw.edu/dcs/ppd/catalog/online/onl2004su044015w.shtml
Intended Audience: Records staff

ONLINE U.S.A., Kodak, Digital Learning Center. Book III: Courses [6 chapters on digital imaging]

Description: Free, online series of courses on digital imaging, available at http://www.kodak.com/US/en/digital/dlc/book3/index.shtml;jsessionid=K1J335W4GHCJVQHIO3JHWGY
Intended Audience: General public

ONLINE U.S.A., Louisiana State University. Independent Study: College Credit Courses. BUED 3200 – Records Management

Description: Online, independent study course. The course content includes: Records Management Role; Records Inventory; Retention and Disposition; Managing Active Records; Filing Classification Systems; Records Storage and Retrieval Systems; Understanding Image Technology; Managing Vital Records; The Role of the Records Center; Managing the Archives; Correspondence, Forms and Reports Control; Managing Information Systems; Records Control and Management; Managing the Records Disaster Plan and Records Manual; Records Management Project (office visit)." Available at: http://www.is.lsu.edu/college/courses/course_list.asp?cat=Records+Management
Coursework: 15 assignments and 2 exams to be completed over a 9 month timeframe.
Intended Audience: Open enrollment at a technical and professional level

ONLINE U.S.A. National Biological Information Infrastructure (NBII). Metadata Training: Training Material

Description: "View, download, or print lesson plans, instructional objectives, presentations, handouts, and exercises for each of the following subjects: Clearinghouse; Metadata Concepts; Online Resources; Standards; and Tools. Available at: http://www.nbii.gov/datainfo/metadata/training/index.html
Intended Audience: Metadata trainers and students. Professional and technical level.

ONLINE U.S.A., New Jersey, OSTM261 Online: Records and Information Management

Description: An online course worth 3 credits. Available at: http://www.atlantic.edu/depts/ol/ostm261.html

ONLINE U.S.A., Northeast Document Conservation Center. Preservation 101

Description: Free online short course. "Internet course on paper preservation for small collections-holding institutions and private collectors, including town records offices and archives offered by the Northeast Document Conservation Center (NEDCC)".
Available at: http://www.nedcc.org/p101cs/p101wel.htm
Intended Audience: Professional

U.S.A., North Dakota University System Distance Learning Offerings. 315: Records and Information Management

Course Descriptions: Correspondence course. "An orientation to business records management including systematic control over the creation, distribution, utilization, retention, storage, protection, preservation and final disposition of all types of records within an organization." Available at: http://www.access.ndus.edu/displayclass.asp?courseID=1718. Information on this course is also available at: http://www.conted.und.edu/creditcorre/intros/isys315.html
Minot State University also offers Records Management through this web site. Records Management is "an introduction to the concepts of records management through manual and electronic applications with an emphasis on alphabetic, numeric, geographic, and subject filing systems." Available at: http://www.access.ndus.edu/displayclass.asp?courseID=1733
Intended Audience: For business/vocational education

ONLINE U.S.A. OCLC. Online Library Learning Series: Cataloguing Internet Resources

Description: An online course at $139 / person, available at: http://www.oclc.org/institute/elearning/oll/CIRuMA/index.htm
Intended Audience: Librarians

U.S.A., University of North Carolina, Chapel-Hill. Digitization for Cultural Heritage Professionals: An Intensive Program

Description: A 1 week on-campus course, available at: http://ils.unc.edu/DCHP/
Intended Audience: Cultural Heritage professionals

ONLINE U.S.A., Yale University, Using Manuscripts and Archives: An Instructional Tool

Description: Free online tutorial. "This tutorial is designed to orient individuals to the methods for locating primary source material at Yale, particularly in Manuscripts and Archives, and to answer frequently asked questions about doing research in our department", available at http://www.library.yale.edu/mssa/tutorial/
Intended Audience: Users of Yale's archives

ONLINE The World Bank Group Archives Learning Program on Archives and Records Management in Development

Description: Free online course. "It offers a range of learning opportunities and information on the impact of current records". Available at: http://wbln0018.worldbank.org/archives/learning.nsf/ContentOnly/8C293474AA8C1E4E852568A5005D271A. Includes "A Short Course for Staff of the World Bank and its Partners" at http://wbln0018.worldbank.org/archives/learning.nsf/ContentOnly/B14E3CD1C0ECC1CB852568A5005D3057
Intended Audience: For project managers in development institutions, policy makers in developing countries, and the development community at large.

7.
Portal Web Sites

Australia, New South Wales. Education and Training Opportunities

Description: Lists education and training available in Australia at: http://www.records.nsw.gov.au/publicsector/rk/rib/rib1.htm

Australia, Records Management Association of Australia

Description: Lists education and training available in universities and governments for states of Australia at: http://www.rmaa.com.au/docs/profdev/index.cfm

Canada, CanLearn Interactive. Program Search

Description: Searches for programs, online courses and other Canadian educational courses, programs and services. Available at: http://www.canlearn.ca/findit/program/clsea.cfm?langcanlearn=en > Search for "Records Management" or "Information Management".

DMOZ, Open Directory Project > Top: Reference: Archives: Government: United States: State

Description: This portal provides access to 49 states' archives, which then allows for searching of the state site for records management training. Available at: http://ch.dmoz.org/Reference/Archives/Government/United_States/State/

United Nations Educational, Scientific and Cultural Organization (UNESCO) Archives Portal. Education and Training

Description: Web page links to many online training courses available over the Internet at: http://www.unesco.org/webworld/portal_archives/pages/Education_and_Training/

U.S.A., Archives Resource Center (ARC). Educational Programs Offered by State Archives.

Description: Lists most States' archives and records management offices and their educational and training programs. Available at: http://www.coshrc.org/arc/education/edprogs-stgovt.htm

U.S.A., Archives Resources Center. Web-based training for archivists and other historical record keepers

Description: Includes links to web-based training development tools and to examples of web-based archival training. Available at: http://www.coshrc.org/arc/webeducation/
This web site also provides links to State Archives and Records Management Programs, Training Calendars, and many Archival Continuing Education Resources

U.S.A, OCARMA, The Association for Information Management Professionals Orange County Chapter

Description: The Education section of this web site provides links to online courses on records and information management. Available at: http://www.ocarma.org/site/education.html